

# DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES



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To: All FS Manual Holders

From: Tammy Poppe, Food Stamp Program Officer  
Public Assistance Bureau

SUBJECT: Bulletin FS 60

**Please place this bulletin at the beginning of section FS 105-1.**

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**SECTION:** Application Processing

**SUBJECT:** Expedited Services

**REFERENCES:** 7 CFR 273.2

**EFFECTIVE DATE:** May 1, 2008

**INTRODUCTION:** When an application is received late in the day, the requirement to authorize expedited benefits the same day as the date of application can create a hardship for OPA staff. The policy is being change to help accommodate this hardship.

**POLICY CHANGE:** FS 105-1 Page 4 under **PROCESSING EXPEDITED** remove the first paragraph and replace with the following paragraph:

When an application is screened and determined eligible for expedited processing, the OPA Case Manager determines eligibility after all information on the completed application is entered on TEAMS. If the application is received late in the day and benefits cannot be authorized on the same day as the application was received, the benefits must be authorized no later than the day after the application was received unless circumstances arise that cannot be controlled by the OPA and are documented in case notes (e.g., TEAMS is not available). This is to ensure benefits are received within seven calendar days.

**EXCEPTION:** When an application is received on a Friday or the day before a holiday and is screen eligible for expedited services, benefits must be authorized the same day the application was received; however, when circumstances arise that cannot be controlled by the OPA, benefits must be authorized as soon as possible.

Please contact your Regional Policy Specialist if you have questions or concerns about this policy.